

Eastview Public School

Parent/Student Information – 2010/11



1. STUDENT AGENDAS

Students in Grades 1-6 receive a student agenda to record homework and to use as a home/school communication device. Parents are asked to please check and sign it daily. Ongoing communication between home and school is an important factor in promoting student success.

2. ACCESS TO THE SCHOOL

Parents, guardians, volunteers and visitors must enter the school through the main entrance and check in with the office staff. All entrances to the school are locked once the day begins except the front entrance. To visit the school, you will be asked to sign-in and will be given an identification badge. If you are volunteering in the school or accompanying students on a field trip, you must have a police check on file in the office. To help ensure the safety of our students, any unidentified adults in the building, will be stopped and asked why they are here.

3. STUDENT ARRIVAL AND DISMISSAL

Outside supervision is provided at 8:40 am (15 minutes prior to start) and again at 3:15 pm until 3:30 pm (15 minutes after dismissal) or until the last bus leaves. ***Please be advised that if students arrive before this time or remain on the playground after this time, they will not be supervised.***

Students will remain outside on the blacktop area until the bell rings. In the case of heavy rain or severe weather conditions students will be admitted into the school when supervision begins.

Students will enter the school when the bell rings and are expected to be seated in their classroom within 10 minutes, when opening exercises begin at 8:55am.

Kindergarten students come directly to the fenced area at the front of the school upon arrival. They begin dismissal at 3:05pm, ten minutes early, at the outside door of their classroom or from the fenced area.

Parents and caregivers are asked to wait outside of the building on the blacktop area when meeting their children at the end of the school day. Students will exit from the Primary, Junior / Intermediate doors.

We appreciate your support in discussing and reviewing these reminders with your children.

4. PUPIL ABSENCE and LATES

(Please complete and return the **Absence Check System** Form included in this agenda book.)

Regular attendance and punctuality at school are essential to enhance your child's progress.

Please call the school before 9:00 a.m. to inform the school that your child will be absent or late, thereby helping us to know the whereabouts of our students. If your child will be away more than one day, please call the school each day. If you are participating in the absence check program and we have not received a phone call, someone will be calling you to check on the whereabouts of your child. Please inform the office of any changes to your home, cell or work phone numbers so that we are able to contact you. We will endeavor to contact you about all unaccounted for absences, so please call us with this information. Parents may be removed from the Absence Check Program if they consistently fail to inform the school of an absence in advance.

Absence Check number: 905-827-6034

When your child returns to school after any absence, illness or otherwise, please send a note with him/her for our records, briefly explaining the reason for absence.

If you know ahead of time that your child is to be absent from school for several days, please advise the school in advance. A child returning to school after an illness should be able to take part in the regular school activities, including recess. If you believe that your child is too ill to be outside at recess, then he or she is probably too ill to come to school.

Students arriving after the commencement of the national anthem will be deemed late and parents will need to sign them in at the office. Late entry is disruptive to the late-arriver as well as classmates. Please ensure prompt arrival.

5. LEAVING DURING SCHOOL HOURS

If you need to pick up your child for appointments (i.e. medical or dental) **during the school day**, we ask that you notify the teacher in writing that day. Please come to the office and your child will be called to meet you there. Before leaving the school, you must complete the sign-out book in the school office. These procedures are in place to ensure the welfare of your child at all times.

If you wish to have your child leave the school or go home with another adult, you must contact the school office or send a note to the teacher stating permission for these alternate arrangements.

6. DRIVING CHILDREN TO AND FROM SCHOOL

As a part of our Healthy School Initiative students are encouraged to walk to school. The parking lot to the west of the school may be used for drop off, but becomes easily congested at the beginning and the end of the day. Parking at the school is limited and is available only in the lot to the west side of school.

In order to promote safety at arrival and dismissal times, we ask parents to observe the following practices:

- ⇒ The “Drive-Thru” is ONLY for busses, and transportation vans between 8:40am to 9:00am and again between 3:15pm and 3:30 p.m.
- ⇒ The driveway in and out of the school is a Fire Route. It is illegal to park or to leave a car in this area.
- ⇒ Please observe the ‘Barrier-Free’ parking spots marked in the parking lot. PLEASE DO NOT PARK HERE UNLESS YOU ARE PERMITTED.
- ⇒ Students are not allowed to cross the parking lot area unless accompanied by an adult.
- ⇒ We realize that safety is a prime concern to all of our community. If we work together to make our parking lot a safe area for our students, then we will achieve success.

7. BICYCLES

Students may bring their bicycles to school. All bicycles must be placed in the racks near the parking lot and must be locked. Please remember that the school cannot be responsible for any damage or theft of bicycles. For purposes of safety, the riding of bicycles is not permitted on the school grounds during school hours. Please remind children to wear helmets. Parents should be certain that children are

competent enough to ride to school and should point out the safest routes. Scooters may be ridden to school but also need to be put in the bicycle racks and locked for safekeeping.

Skateboards, and roller blades are not allowed at school at any time.

8. THE BALANCED SCHOOL DAY- NUTRITION BREAK/LUNCH PROGRAM

The school will again follow a balanced day schedule:

- a) 100 minutes instruction
- b) a nutrition break/recess, (40 minutes)
- b) 100 minutes instruction
- d) a lunch/recess, (40 minutes)
- e) 100 minutes instruction

Please indicate on the Student Verification Form whether or not your child will be staying for lunch.

Participating students will eat snacks/lunch in their classrooms at their desks. As much as possible, **please use reusable food and drink containers as we encourage the students to Reduce, Reuse and Recycle.** Please ensure that the children are provided with two separate **nutritional** snacks/lunches, one for each break.

If you are dropping off a lunch please put your child’s name on it, and leave it at the school office. The office staff will ensure that your child receives the lunch.

The children are expected to exhibit responsible behaviour, demonstrate respect for the teachers/supervisors and follow established routines. The expectations include eating quietly at one’s desk, demonstrating polite manners while eating, conversing in a quiet classroom voice and cleaning up the desk area after lunch is finished.

From time to time, students who have difficulty complying with the expectations and routines will be removed from the classroom eating area for a period of time.

Students who are unable to demonstrate appropriate behaviour during lunch may be required to eat at home.

We emphasize with parents and students that at no time is a lunch student permitted to leave the school premises during the lunch period unless they leave with a parent. Your cooperation in this matter is greatly appreciated.

Students are dismissed to go outside for 20 minutes for each recess. Please make sure that students come with proper clothing for outside play, particularly as the weather begins to turn cold and snowy. If there is snow on the ground or the field is wet, students will be asked to remain on the blacktop if they are not wearing boots.

9. FOOD AND ALLERGIES

Eastview has a number of students who have anaphylaxis – life threatening allergies to common triggers such as bee stings, peanuts, and nuts. We are asking for your cooperation in **not bringing any food products containing peanuts or nuts to school at any time.**

If your child suffers from an extreme allergy, or other serious medical condition, **please ensure that the office and your child's teachers are notified in writing immediately.** You must complete the appropriate medical forms in order for your child to have an EPIPEN at school and for school staff to administer an EPIPEN.

10. ADMINISTRATION OF MEDICATION

Signed authorization forms must be on file in the school office before school personnel can administer **prescribed** medication to an elementary school child or for a child to self-medicate (i.e. inhaler for asthma) The appropriate forms may be obtained from the school office. These forms must be filled out each year. As well, any change in medication or dosage requires a new note. All medication is stored and administered at the office and a record is maintained there. It is important that you contact the office for information regarding procedures if your child has any severe allergies. "Over the counter" or non-prescribed medication can not be administered to students by staff.

11. PERSONAL BELONGINGS

We cannot accept responsibility for loss or damage to any item of pupil's property that is brought to school. Please discourage your child from bringing expensive items to school. Toys, unless requested for a specific classroom activity, should be left at home. Most toy items are expensive and we cannot be responsible for loss or damage. This includes such items as mp3 players, iPods, electronic games, portable radios, trading cards, etc.

12. CELL PHONES AND CAMERAS

Students are not permitted to use a cell phone at school. If you feel it is necessary for your child to carry a cell phone to and from school, please send in a written request to the office. Cell phones are to be kept in student lockers and cannot be used on school property. Cameras and video-cameras are not allowed to be brought to school at any time. We must ensure the privacy of our students and therefore students cannot take pictures of other students.

13. LOST AND FOUND

All parents/students are encouraged to clearly mark any clothing, footwear or other personal belongings with their child's name. A lost and found box is kept at the school and pupils and parents are requested to check this for missing items. Lost and found items will be displayed for a week prior to the end of each term. Items not claimed at the end of this time, will be boxed and donated to a local charitable foundation.

14. PHYSICAL EDUCATION

Children need to be dressed appropriately to allow full participation in physical education activities. For safety, running shoes must be worn in the gym. Gym attire may vary with the grade level and activity. Please plan to leave physical education attire at school, clearly marked with the student's name. Gym clothing should be brought home for cleaning on regular basis. Daily physical activity occurs on every day, students must have running shoes available every day.

15. SCHOOL ACTIVITIES AND FIELD TRIPS

Again this year, out of school excursions will play an important role, both in relating classroom learning to the outside world and in the operation of many school activities at Eastview Public School. Such field trips relating to classroom learning will support learning experiences in the classroom. Should any clarification be required concerning a school field trip, do not hesitate to call the school.

The staff at Eastview also provides the students with a wide-variety of extra-curricular activities from school teams, choirs, interest clubs, to house leagues. Activities will be based upon student requests, staff strengths/availability and available resources.

16. STUDENT BIRTHDAYS AND OTHER CELEBRATIONS

If you wish to recognize your child's birthday at the school, we would like to remind you that we are promoting a peanut and nut free environment at Eastview Public School. If you wish to send items for your child's birthday to share with their classmates, we request that they be NON FOOD items. Some examples special treat items to consider include stickers, crazy straws, pencils or erasers.

It is our practice that if food is sent for the class, it will NOT be distributed and will be returned home.

17. SCHOOL COUNCIL, HOME AND SCHOOL ASSOCIATION

Eastview encourages a high level of parent participation. One way to accomplish this is to work hand in hand with the School Council and Home and School Association. The School Council reflects community views on school priorities, curriculum directions, school and community initiatives and Board directions. The Home and School Association directs our fundraising initiatives in support of the school. Both groups meet together once a month and is open to the community. Specific dates, times and agenda items are published in advance. Elections, if needed, are held early each fall. See more information by going to our School Website.

18. HEALTHY SCHOOL INITIATIVE

Over the years, Eastview Public School has moved toward becoming a "Healthy School". A Healthy School committee made up of parents and teachers has been working toward developing a vision for our school as well as some guidelines that help lead us toward realizing our vision: **Children attending Eastview will thrive physically, socially and academically within a healthy school environment.**

In support of our Healthy School initiative, we have implemented the following programs and events such as the following:

- Dance-a-thon (as a physically active fundraiser)
- Healthy Snack program
- Supporting healthy lunch days

In the coming year, we will continue to implement activities that exemplify a healthy school both during and after school hours.

We have received a great deal of support from parents and community members and we look forward to continuing this exciting work as we move toward making students at Eastview the healthiest in Halton Region!

19. BUSES

Only qualified bus students may ride the bus to and from school. Students who do not normally qualify for bussing may apply in writing to the Halton Transportation Services School District's seat policy. Refer to the "courtesy seat" policy for more information or inquire with the school office.

At no time may non-bus students use the bus before or after school for transportation to or from a friend's house. Please ensure alternate travel arrangements are made well in advance.

20. SCHOOL WEBSITE

Eastview has a school website which can be accessed through the Halton District School Board website under School Information or directly at [http:// eas.hdsb.ca](http://eas.hdsb.ca)

The site is updated with current information regularly and also includes our School Calendar, Newsletter, Class web pages, and Home and School Council information.

21. LOCKERS

Students in Grades 6, 7 and 8 typically have their own locker for storage of books, notebooks and clothes. Students may purchase a combination lock from the school for \$4.50 at the beginning of the school year. Students may also use a combination lock brought from home. Keyed locks are not permitted. Students need to provide their homeroom teacher with the combination to their lock at the beginning of the school year. Combinations are kept on file at the office. Lockers remain the property of the school and may be opened and searched if the need arises.

TRIBES

The Eastview School community is on a journey along the “Tribes Trail” to further build our learning community.

What is Tribes?

Tribes is a “process” – a way to establish a positive culture for learning and human development throughout a school community.

Throughout the process, people learn to use specific collaborative skills, and to reflect both on the interaction and the learning that is taking place.

~From “Tribes: A New Way of Learning and Being Together”, by Jeanne Gibbs

The mission of our Tribes community is to assure the healthy development of every child so that each has the knowledge, skills, and resiliency to be successful in a rapidly changing world. The Tribes process will help us to engage all teachers, administrators, students, and families in working together as a learning community that is dedicated to caring and support, active participation, and positive expectations for all students.

During the coming school year, everyone at Eastview Public School will work to build our school community by learning about, and using, four agreements among students and adults. Our Tribes agreements are:

1. **Attentive Listening**
2. **Appreciation of Others –No Put-downs**
3. **The Right to Participate and Right to Pass**
4. **Mutual Respect**

We hope that the following explanations of our Tribes agreements will help boys and girls to understand how the four agreements connect to our daily school routines.

Review the agreements often and practise them, each and every day. Eastview Public School will continue to be a safe and happy place to learn and grow if we all take our Tribes responsibilities seriously!

1. ATTENTIVE LISTENING

When we listen attentively, we pay close attention to one another’s ideas, opinions, and feelings.

We check to make sure that we’ve understood what someone has said to us, and we let others know that they have been heard. We listen with our hearts and our heads.

2. APPRECIATION—NO PUT-DOWNS

When we follow this important Tribes agreement, we treat each other kindly and express our appreciation for each other’s special qualities, gifts, skills, and contributions. We avoid negative remarks, name-calling, hurtful gestures, and behaviours.

3. THE RIGHT TO PARTICIPATE AND RIGHT TO PASS

This agreement means that we have the right to “pass” in a group activity so that we have more time to think about what we would like to say or do. We will have a chance to offer our ideas or contributions to the group at a later time in the activity. If we are not participating actively, we must observe quietly so that others have the chance to participate in the activity. A single person’s behavior must not keep the other members of the group from participating in an activity. Boys and girls do not have the right to “pass” on doing homework or assignments.

4. MUTUAL RESPECT

When we show mutual respect, we show that we value the special qualities that each person has. We recognize and appreciate individual and cultural differences and we say and do things that help each person to be the best person that they can be.

These four agreements will be posted in each classroom. Teachers will review with students on an ongoing basis what each of these agreements “Looks Like” and “Sounds Like”.

Our goal at Eastview Public School is to provide a safe, happy environment where students make their best efforts to achieve their best results. Teachers, parents and students must work together to:

- create a positive learning environment at the school
- help develop a sense of self-worth, responsibility and respect
- meet special needs
- encourage curiosity, creativity and develop a life-long love of learning.

EASTVIEW PUBLIC SCHOOL

STUDENT CODE OF CONDUCT

(Draft 2010/2011)

CLASSROOM

All students are expected to:

- Be on time for class
- Be prepared for class with the necessary materials
- Listen attentively
- Participate in class and group activities
- Always do their best and try their best
- Always tell the truth and be trustworthy
- Complete and hand in work on time
- Return materials on time; signed by parents if required
- Ask for help when needed
- Co-operate with requests and instructions from school staff
- Enter and exit quietly and in an orderly manner
- Stand respectfully for the National Anthem
- Listen carefully to all announcements
- Borrow items from staff or other students only with permission
- Follow all rules and routines developed for the classroom
- Complete their student planner (agenda) daily
- Refrain from chewing gum inside the school

ENTRY AND EXIT

To ensure that we have quiet and safe entry and exit procedures, it is important that students:

- Stop play as soon as they hear the bell
- Junior and Intermediate students have free entry, primary students wait in a single line for their respective teacher
- When entering, remove their hats
- Walk quietly into the school
- Leave mud/snow outside (keep indoor shoes in your locker)
- Move quietly to their room and get ready to start work as quickly as possible
- Make sure that they have everything that they need before leaving the room at the end of the day
- Teachers should escort their class to the hall area upon dismissal and encourage all children to exit the building as soon as possible
- Grades 1-3 exit out the primary door, grades 4-6

use the junior door, and grades 7 – 8 use the intermediate door

RELATIONSHIPS

People at school have a right to be treated fairly and with respect. Students must:

- Always show respect for others by being courteous and considerate
- Help people when they need help
- Do their best work and remember that others want to do theirs
- Respect the differences in people, such as race, religion, culture and gender

NUTRITION BREAKS

To help ensure that all students can enjoy their nutritional breaks, students must:

- Remain seated at their own desk during eating period and classroom furniture should not be rearranged
- Ask permission to leave their seat for any reason
- Take care of spills right away
- Not use computers
- Wait for the lunch supervisor to dismiss the class, then throw out their garbage
- Take untouched food home rather than throwing it in garbage
- Use the recycling bins for cans and plastic bottles
- Practise litterless lunch habits
- Students who stay for lunch are expected to remain on school grounds at all times
- Students are to remain outside the building when dismissed unless they have specific permission to be inside

HALLWAYS

Students are expected to:

- Walk quietly keeping to the right side
- Follow teachers' instructions while moving between classes
- Respect other students' right to learn and to have a quiet environment

WASHROOMS

Students should use the washroom before going outside or directly on entry to avoid class disruptions. Everyone who needs to use the washroom should be able to expect a clean environment where his or her privacy is respected. Students should:

- Have teacher permission to leave the classroom

- When necessary, travel in pairs to use the washroom
- Use the washroom in a quiet, orderly and appropriate manner
- Leave the washroom neat and tidy

ASSEMBLIES

- Sit with your class
- Sit quietly and listen attentively
- Show consideration and respect for the presenter
- Use polite applause or other Tribes appreciations as directed
- Wait to be dismissed by the classroom teacher

PLAYGROUND

Students must play safely and show respect for each other, adults and for school property by doing the following:

- Solve problems with your words (keep hands and feet to yourself)
- Play fairly with people so that everyone can enjoy the game
- Use polite language and be kind to others
- Play fighting, rough play and throwing snowballs are unacceptable
- Stay on the playground at all times. If a ball goes over a fence or onto the parking area, ask an adult to get it
- Put garbage in the garbage cans
- If you have difficulty solving a problem, talk to a teacher or supervisor who is on duty

DRESS CODE

Students are expected to come to school dressed neatly and appropriately for school activities. Indoor shoes must be left at school to avoid the tracking of mud etc. into the classroom areas. Daily physical activity occurs every day, and students must have running shoes available every day.

Student Parliament working with staff advisors and administration have developed the following Dress Code for Eastview:

“Students are expected to wear clothing appropriate for the season and dress in a manner appropriate for the school environment.”

- No bare midriffs
- No underclothing showing
- No bare backs or plunging necklines (unless tank top underneath)
- No spaghetti straps (3 finger rule)

- No offensive or inappropriate slogans, illustrations or themes on clothing
- Wear appropriate footwear (no open toes or heels) during Physical Education, Design and Technology, Art, Science (during labs) and during Quality Daily Fitness

BEHAVIOUR CODE FOLLOW-UP

Students who demonstrate inappropriate behaviour must be prepared to accept responsibility. Every effort will be made to ensure that such consequences are fair and reasonable and follow a progressive discipline approach. The teacher will contact parents when classroom behaviour is interfering with the student’s own progress or that of his or her classmates.

The teacher/supervisor and/or principal will decide what course of action is required based on the situation. The range of actions will usually be:

Informal Talk – The teacher/supervisor discusses the behaviour with the student. Expectations are clarified. This may occur immediately or during a recess time. The teacher may also have the child complete a Problem Solving Page and may send the Page home to be signed.

Office Referral – The teacher/supervisor determines that the behaviour should be brought to the attention of the principal or vice principal.

Interview – When inappropriate behaviour is persistent, a meeting will be arranged with the student, parents(s)/guardian(s), the teacher and the principal or vice principal in order to discuss strategies to cooperatively deal with the problem.

Working in the office – The student is required to work in the office area under supervision of the principal or vice principal without contact with his/her classmates.

Suspension – Inappropriate behaviour that is extreme or persistent may result in formal suspension. This is a withdrawal of attendance privileges for a fixed period during which the student does not attend school, any school functions or be on any school property. Parents are notified by telephone. Then official notification is sent to the parents and appropriate board officials by letter.

Parents will be informed and included in any process that is necessitated by persistent or significant behavioural concerns.

We’ve read and we understand the Behavior Code.

Student Signature

Parent Signature